

SPORTS PROGRAM SPECIALIST

GRADE: 17

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Sports Program Specialist performs intermediate, para-professional and responsible administrative work planning, coordinating, and managing citywide, sports-related activities for all ages. The incumbent supervises and trains part-time and seasonal employees and volunteers, prepares program evaluation data, and assists in the inspection of the various parks, buildings, schools, and other facilities at which programs are held. The incumbent is responsible for carrying out all City policies and procedures pertaining to recreation programs and maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The programs and services for which the incumbent is responsible are largely revenue-supported. The position is supervised directly by the Sports Program Supervisor and indirectly by the Assistant Sports Program Supervisor, and is required to work as a team member with other recreation division staff and staff from other City departments to ensure smooth coordination of department services. Technical work is subject to general policy direction, practices and procedures covered by previous and general supervisory review. Administrative work is reviewed in progress for end results. The incumbent must exercise considerable judgement in carrying out assignments.

Considerable evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, parent/student groups, and other community organizations in determining recreational and athletic needs, and assists in implementing programs and leagues which satisfy those needs in a cost-effective manner.
- Coordinates the gathering and analysis of information related to recreational needs and relates this data to budget preparation and evaluation.
- Works with the sports division staff and other department staff to develop and implement new programs and systems for managing leagues and programs.
- Supervises on-site a schedule of year-round weekend and evening sports programs and events.
- Works with community and citizen interest groups, recreation councils, etc., to determine the best utilization of City and school facilities.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, City newsletter, and other media.
- Recruits, selects, trains and evaluates part-time staff, volunteer coaches, officials, and other staff.
- Gathers information pertaining to new developments in the field of recreation, athletics and sports, and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, and program participants.
- Conducts training sessions for staff, volunteer coach and officials, primarily in the evenings and on weekends.
- Researches, analyses, maintains, and restocks sports items at the warehouse to ensure most effective, efficient levels of inventory.
- Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation, physical education, sports management, or an appropriate related field, plus two years of experience in recreation programs and activities, at least one year of which must have been in a supervisory capacity, provided that additional experience may be substituted for up to two years of the education requirement.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of planned and diversified recreation and sports programs appealing to all ages and abilities.
- Considerable knowledge of the organization, development, and operation of a diversified recreation/sports program. Ability to administer such program under general policy guidelines and budgetary limitations.

- Ability to make decisions recognizing established precedents and practices and to use resourcefulness in identifying, defining, and solving problems.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff and volunteers to maintain a high level of quality and creativity in their daily work.